**Western Sydney Region RTO**

**Assessment Package**

**Package Overview for Assessors**

|  |  |  |
| --- | --- | --- |
| **Package Number**  **Package Title** | Certificate II in Hospitality  SIT20207 | |
| **Training Package** | Hospitality SIT20207 | |
| **Unit(s) /Elements to be assessed by this package:** | **Follow health, safety and security procedures SITXOHS001A**   1. Follow Hygiene procedures and identify hygiene hazards. (Performance criteria 1.1 to 1.4) 2. Report any personal health issues. (Performance criteria 2.2 & 2.3). 3. Prevent food and other item contamination. (Performance criteria 3.1 to 3.5) 4. Prevent cross contamination by washing hands. (Performance criteria 4.1 & 4.2) | |
| **Evidence being provided for;** | **Follow health, safety and security procedures SITXOHS001A** | |
| **Package contents and information for assessors** | **Page 2** | The Assessment Notice includes the **activity description** andis provided to students. The assessor should include the date(s) of the assessment tasks. |
| **Page 3** | Task 1 Hazard Identification and minimisation activity |
| **Page 4-6** | Unit Test **-** Students are given one period of 30 minutes during class time to complete test. 80% pass mark is required towards competency |
| **Page 7-9** | Unit Test -Teachers answers |
| **Page 10** | Teachers check list |
| **Page 11** | Assessment Feedback Form |
| **Equipment and/or resources required** | Copy of task for each student worksheets and unit test.  Computers and access to internet | |
| **Other comments** | It is recommended that this unit be delivered with the units Organise and Prepare food and Clean and maintain kitchen premises, during the first semester of study as it is underpins safe kitchen practise. | |

**Western Sydney Region**

**Vocational Education and Training**

**Assessment Notice**

|  |  |
| --- | --- |
| **VET Framework: Hospitality** | |
| **Assessor / Teacher:** | |
| **Unit of competency:**  **Follow health, safety and security procedures SITXOHS001A** | |
| **Date Given : Due Date:** |
| Employability Skills are incorporated into this task. |

|  |
| --- |
| **Student Instructions**  **Task 1**  **Hazard identification and minimisation activity**  <http://www.safework.sa.gov.au/contentPages/EducationAndTraining/ActivitiesAndTests/VirtualKitchen/vkitchenframe.htm>  **Computer Activity:** Virtual Kitchen  During class time you will be given the opportunity to visit the ‘Virtual Kitchen ’ internet site where you will identify safety issues and choose how best to resolve those issues.  Once the activity has been completed, the certificate of participation will need to be printed and handed to your assessor.  **Task 2**  **Unit Tests - Follow health, safety and security procedures.**  For Follow health, safety and security procedures you will be provided with a worksheet which must be completed during class time (approximately 30 mins) which has a variety of short answer questions, which will enable you to demonstrate your understanding of the topic.  If you have trouble understanding the exercise please ask you teacher for assistance.  The option of a verbal activity is available if required. |

**Task 1 : Hazard Identification and minimisation activity**

**Name :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task : Complete the table below**

* Identifying and detailing the hazardous situations in the kitchen
* Detailing the risk the hazard poses to kitchen staff.
* Detailing the corrective action that needs to take place to minimise the risk.

|  |  |  |
| --- | --- | --- |
| **Identify and detail the hazard** | **Risk to employees** | **Corrective action to minimise risk** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**SITXOHS001A**

Follow health, safety and security procedures

**Unit test**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section 1 Multiple choice

1. The major aim of occupational health and safety legislation is to:
   1. Prevent the death of over 500 employees annually
   2. Prevent injury to employees in hazardous situations
   3. Ensure employees can sue employers for unsafe working conditions
   4. Ensure the health, safety and welfare of all persons in the workplace
2. What should you do if directly approached in a robbery?
3. Hand over the goods or money
4. Yell for help
5. Ring 000
6. Spray capsicum spray at the robber
7. Which of the following requires the completion of an accident report?
8. An employee cuts his finger and requires a bandaid
9. A guest falls down a flight of stairs, breaks her leg and requires an ambulance
10. An employee gets the flu and his doctor recommends a week off work
11. A guest complains the lift is not working
12. Correct lifting technique includes which of the following steps?
13. Keep feet together, hold load close to body and lift from back
14. Keep feet apart, hold load close to body and lift from back
15. Keep feet apart, hold load close to body and lift from knees
16. Keep feet together, hold load close to body and lift from knees
17. What is the primary function of an occupational health and safety committee?
18. To help develop a safe working environment
19. To report to Workcover the need to replace protective equipment
20. To enforce the employer’s health and safety policy in the workplace
21. To implement safe work practice policies after an accident has occurred

Section 2 True or False statements

Place an X in the column after each statement, indicating whether the statement is true or false 5 marks

|  |  |  |
| --- | --- | --- |
| **Statement** | **True** | **False** |
| Occupational Health and Safety Committees should meet at least 4 times each year and investigate any safety issues that are reported to them. |  |  |
| An employee should never use mechanical equipment that they have not been trained to use |  |  |
| Bacteria are an example of a chemical hazard |  |  |
| Accidents within an enterprise should be recorded with the type of injury, date and time, any witnesses and the injured person’s name. |  |  |
| Protective clothing, good housekeeping and adequate rest breaks can help to prevent injuries from occurring |  |  |

Section 3 Employee or Employer

For each of the following responsibilities, circle Employee or employer, depending on whose responsibility it is under the Occupational Health and Safety Act. 1mark each

1. Protective clothing and equipment should be provided if needed.

Employee Employer

1. All entrances and exits must be free of obstructions and maintained in a safe manner.

Employee Employer

1. Take care of the safety of others in the workplace

Employee Employer

1. Follow instructions and procedures that are set in the interests of health and safety

Employee Employer

1. Train and supervise

Employee Employer

1. Report hazards and any accidents / incidents

Employee Employer

1. All equipment, appliances and machinery should be safe to use and maintained regularly

Employee Employer

Section 4 Requirements for food handlers

In the boxes attached to the following diagram, state the correct procedures and standards so that the food handler is the most hygienic he or she can be. 1 mark each



**Total Marks /26**

**SITXOHS001A**

Follow health, safety and security procedures

**Answers**

Section 1 Multiple choice

1. The major aim of occupational health and safety legislation is to:
   1. Prevent the death of over 500 employees annually
   2. Prevent injury to employees in hazardous situations
   3. Ensure employees can sue employers for unsafe working conditions
   4. Ensure the health, safety and welfare of all persons in the workplace
2. What should you do if directly approached in a robbery?
3. Hand over the goods or money
4. Yell for help
5. Ring 000
6. Spray capsicum spray at the robber
7. Which of the following requires the completion of an accident report?
8. An employee cuts his finger and requires a bandaid
9. A guest falls down a flight of stairs, breaks her leg and requires an ambulance
10. An employee gets the flu and his doctor recommends a week off work
11. A guest complains the lift is not working
12. Correct lifting technique includes which of the following steps?
13. Keep feet together, hold load close to body and lift from back
14. Keep feet apart, hold load close to body and lift from back
15. Keep feet apart, hold load close to body and lift from knees
16. Keep feet together, hold load close to body and lift from knees
17. What is the primary function of an occupational health and safety committee?
18. To help develop a safe working environment
19. To report to Workcover the need to replace protective equipment
20. To enforce the employer’s health and safety policy in the workplace
21. To implement safe work practice policies after an accident has occurred

Section 2 True or False statements

Place an X in the column after each statement, indicating whether the statement is true or false

|  |  |  |
| --- | --- | --- |
| **Statement** | **True** | **False** |
| Occupational Health and Safety Committees should meet at least 4 times each year and investigate any safety issues that are reported to them. | X |  |
| An employee should never use mechanical equipment that they have not been trained to use | X |  |
| Bacteria are an example of a chemical hazard |  | X |
| Accidents within an enterprise should be recorded with the type of injury, date and time, any witnesses and the injured person’s name. | X |  |
| Protective clothing, good housekeeping and adequate rest breaks can help to prevent injuries from occurring | X |  |

Section 3 Employee or Employer

For each of the following responsibilities, circle Employee or employer, depending on whose responsibility it is under the Occupational Health and Safety Act.

1. Protective clothing and equipment should be provided if needed.

Employee Employer

1. All entrances and exits must be free of obstructions and maintained in a safe manner.

Employee Employer

1. Take care of the safety of others in the workplace

Employee Employer

1. Follow instructions and procedures that are set in the interests of health and safety

Employee Employer

1. Train and supervise

Employee Employer

1. Report hazards and any accidents / incidents

Employee Employer

1. All equipment, appliances and machinery should be safe to use and maintained regularly

Employee Employer

Section 4 Requirements for food handlers

In the boxes attached to the following diagram, state the correct procedures and standards so that the food handler is the most hygienic he or she can be.



**Hands must be washed and cleaned before starting work and after sneezing, coughing etc**

**Fingernails must be short, clean and no nail polish**

**Should not be worn outside the food preparation area**

**Must be clean and in good condition**

**Neat, tidy and clean**

**Bandages should be coloured to identify easily in case they fall into food. If dressings are on hands they must be covered with a glove**

**Only single use tissues, not handkerchiefs should be used in the food preparation area. Hands should be washed after each tissue use**

**If food is eaten in the food preparation area, hands must be washed immediately. Food should not be eaten over unprotected food or preparation areas**

**Only sleeper earrings should be worn**

**Should be tied back**

**Hair nets and hats should also be worn so all hair is covered**

**If suffering any food bourne illness a person should not work in a food preparation area**

**Task Checklist**

**Follow health, safety and security procedures SITXOHS001A**

Task1 – Virtual Kitchen

Task 2- Hazard Identification

Task 3 – Unit Test

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Competency Assessment Task Checklist** | **Satisfactory**  **(S)** | **Not Yet**  **Satisfactory**  **(NYS)** | **Comments** |
| Student has submitted Virtual kitchen certificate |  |  |  |
| Student has identified nine hazards in the virtual kitchen and ways to minimise them |  |  |  |
| Unit test. 80% pass mark is required towards competency. |  |  |  |

**Western Sydney Region RTO**

**Vocational Education and Training**

**Assessment Feedback**

|  |  |
| --- | --- |
| **VET Framework:** Hospitality | |
| **Assessor / Teacher:** | |
| **Student:** | |
| **Unit of competency: Follow health, safety and security procedures SITXOHS001A** | |
| **Evidence provided for: Virtual Kitchen /Hazards Identification / Unit Test** | |
| **Due Date: Date Received:** |

**Overall Result: Competent/Not Yet Competent**

|  |  |  |
| --- | --- | --- |
| **Unit Code** | **Elements of Competency** | **Competent/Not Yet Competent** |
| Follow health, safety and security procedures SITXOHS001A | 1. Follow workplace procedures for health , safety and security (Performance criteria 1.1 to 1.6) |  |
| 2.Follow procedures for emergency situations (Performance criteria 2.1 & 2.4). |  |
| 3. Participate in organisations OH&S practices. (Performance criteria 3.1 to 3.5) |  |

|  |
| --- |
| **Assessor / Teacher Comment:**  **Signature:**  ……………………………………………………………………….. **Date**: . |
| **Student Comment:**  **Signature:**  ……………………………………………………………………….. **Date**: |